

FACTSHEET PRECINCT OFFICIALS

IT'S FUN! IT'S REWARDING!

Assisting your neighbors and fellow citizens to vote is a fun, challenging, and rewarding experience. This is your opportunity to volunteer your services to the community, and at the same time gain first-hand knowledge and experience in the electoral process.

WHEN ARE THE ELECTIONS?

Primary Election:	Saturday, September 21, 2002
General Election:	Tuesday, November 5, 2002

HOW LONG WILL I BE WORKING?

The polls are open from 7:00 a.m. to 6:00 p.m. Precinct Officials arrive one-and-a-half hours before the polls open and leave one hour after the polls close.

WHAT ARE THE MINIMUM QUALIFICATIONS?

Each Precinct Official must meet all of the following requirements (Hawaii Revised Statutes (HRS) §11-72 & HRS §11-73):

- ! Be 16 years old on or before June 30, 2002;
- ! Be a registered voter in the State of Hawaii;
- ! Be able to read and write English;
- ! Attend a training session and pass a certification exam.

Restrictions:

- ! No parent, spouse, child, or sibling of a candidate may serve as a precinct official in any precinct where votes may be cast for the candidate.
- ! No candidate for elective office may serve as a precinct official in the same election in which the person is a candidate.
- ! No candidate who failed to be nominated in the primary or special primary election may serve as a precinct official in the following general election.

WHAT WILL I BE DOING?

There are several positions available. The following are job descriptions and qualifications:

Precinct Chair's Responsibilities and Duties:

- ! Manages the precinct and is responsible for the security and integrity of ballots issued and votes cast.
- ! Organizes and supervises precinct official activity.
- ! Organizes and supervises voter activity.
- ! Ensures that all election procedures are correctly followed.
- ! Receives and returns the precinct supply box before and after each election.
- ! Maintains inventory and control of all ballots and ballot boxes.
- ! Completes all election day documents correctly.
- ! Delivers all unissued ballots to a centralized, secure location following the close of the polling place.

General Qualifications for Precinct Chair:

- ! The Precinct Chair must be of the same party as the Governor.
[HRS §11-72(b)(4)]
- ! Experience in at least two (2) elections.
- ! Experience as a Voter Assistance Official desirable.
- ! Meets all other minimum qualifications (please see page 1).

Voter Assistance Official (VAO) Responsibilities and Duties:

- ! Assists the Precinct Chair in managing the precinct.
- ! Assist voters and administers special procedures including: spoiled ballots; pollbook corrections; questionable address; curbside voting; language assistance.
- ! Assists the Precinct Chair in completing all election day documents.

General Qualifications for Voter Assistance Officials:

- ! May belong to any political party, or be nonpartisan.
- ! Experience in at least one (1) election desirable.
- ! Meets all minimum qualifications (please see page 1).

Standby Precinct Official:

- ! May belong to any political party, or be nonpartisan.
- ! Reports to Election Headquarters on election morning for dispatch to precincts requiring additional staffing.
- ! Responsible for Precinct Official duties.
- ! Personal transportation required.
- ! If precincts do not require additional staffing, the Standby Official will still be compensated the full rate.
- ! Meets all minimum qualifications (please see page 1).

Alternate:

- ! May belong to any political party , or be nonpartisan.
- ! Stands-by at home on election morning for dispatch to precincts requiring additional staffing.
- ! May be contacted prior to election day to replace a Precinct Official who is unable to work.
- ! Responsible for Precinct Official duties.
- ! If the Alternate is contacted and works in a precinct on election day, he/she will be compensated at the same rate as a Precinct Official.
- ! If precincts do not require additional staffing, the Alternate will be compensated \$5.
- ! If the Alternate is contacted to work but declines, he/she will not be compensated.
- ! Must meet all minimum qualifications (please see page 1).

PRECINCT OFFICIAL RECRUITMENT

Pursuant to Hawaii Revised Statutes §11-72, all qualified political parties shall submit names to the Chief Election Officer by a statutory deadline. The recruitment deadline for the upcoming elections is 4:30 p.m., May 24, 2002. Precinct officials recruited by their respective political parties have first priority when being assigned to specific precincts. You are encouraged to call the political party of your choice to volunteer your services as a precinct official.

The Office of Elections conducts Open Recruitment beginning in May of an election year. In the event all positions are not filled by political party recruitment by the statutory deadline, HRS § 11-72 gives the Chief Election Officer the authority to fill the vacancies with any qualified person, without regard to political party affiliation.

Mailouts to former precinct officials, public service announcements in the various media, and presentations by the Office of Elections staff ensure the required

number of precinct officials to fully staff the polling places on election day.

HOW WILL I KNOW WHAT TO DO ON ELECTION DAY?

Everyone is required to attend at least one training session and pass a certification exam. Precinct Officials will be instructed in the standard operating procedures for each station within the precinct. Your Precinct Chair will assign you to rotate through all the stations during the day and to any additional duties that may be required.

Precinct Chairs and Voter Assistance Officials will also attend a special procedures class. Before the General Election, Precinct Chairs and Voter Assistance Officials will attend a briefing to review General Election procedures and pick up their precinct supply box.

WHEN IS TRAINING?

Training sessions are held between June and November. The Precinct Operations staff will schedule you to attend a convenient training session in your area.

WHERE WILL I WORK?

State Law requires Precinct Officials to work in the precinct in which they vote. However, if no vacancy exists within your precinct, you will be placed in a precinct within your district. If no vacancy exists within your district, you will be placed in a neighboring district. The earlier you volunteer to work, the better your chances for working close to home!

WILL I BE PAID?

Yes! The compensation rates for the 2002 election are:

Precinct Chair

!	for one-unit precinct	\$ 85(for each election served).
!	for two-unit precinct	\$100
!	for three-unit precinct	\$115
!	for four-unit precinct	\$130
!	for five-unit precinct	\$145

Voter Assistance Official	\$ 80
Precinct Official	\$ 75
Standby Precinct Official	\$ 75
Alternate	\$ 5

Every vote counts – so does your help! Call us at the Office of Elections, 453-VOTE (8683) and ask for the Precinct Operations Section.

This Factsheet is intended for informational purposes only and should not be used as an authority on the Hawaii election law and deadlines. Requirements and/or deadlines may change pending changes in legislation. Consult the Hawaii Revised Statutes and other sources for more detailed and accurate requirements.

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